

**TRANSPORTATION CABINET CONFERENCE CENTER  
RENTAL INFORMATION & LEASE AGREEMENT  
MONDAY-FRIDAY (8:30 a.m. – 4:00 p.m.)**

The Transportation Cabinet Conference Center is managed by the Office of Support Services. In order to preserve the integrity of the Center, rules for its use must be observed. Please read this document carefully. Signing this lease agreement means you agree to abide by these rules. If you have any questions, please contact the Office of Support Services, Event Coordinator, at 502-564-7740. Strict enforcement of these rules will help preserve the Conference Center.

**SPACE LIMITATIONS - RENTAL FEES - EQUIPMENT AVAILABILITY**

**❖ Room reservations can be made no more than 90 days in advance.**

Meeting Room	Room Capacity	Rental Charge (8:30 a.m.– 4 p.m.)	Rental Charge (Min. 2 hrs or ½ day)
Auditorium (C105)	250	\$500.00 all day	\$250.00
Video Conference Room (C122)	24	\$150.00 all day w/o video	\$75.00
Hearing Room (C121)	24	\$150.00 all day	\$75.00
Training Room (C117)	50	\$200.00 all day	\$100.00
Training Room (C118)	48	\$200.00 all day	\$100.00
Computer Lab (C112)	18	\$250.00 all day	\$125.00
Computer Lab (C113)	16	\$225.00 all day	\$112.50
Small Conference Room (4)	5 seats	\$75.00 all day	\$37.50
Medium Conference Room (C110)	14	\$150.00 all day	\$75.00
Large Conference Room (C109 A & B)	28/can be divided	\$200.00 all day/entire room	\$100.00 ½ day ½ room
Large Conference Room (C107 A & B)	36/can be divided	\$250.00 all day/entire room	\$125.00 ½ day ½ room
Cabinet Room (C106)	18 + 12	\$250.00 all day	\$125.00 ½ day
Equipment Rental Cost	Laptop & LCD Projector <b>\$100.00</b>	TV/DVD/VCR <b>\$25.00</b>	Overhead/Slide Projector <b>\$25.00</b>
		Speakerphone <b>\$25.00</b>	VCR <b>\$15.00</b>
			Podium w/microphone <b>\$15.00</b>
<b>Room catering set-up and clean-up is available for a fee of \$25.00</b>			

Equipment is available on a “first-come, first serve” basis. Please request at least one week in advance. Conference phones are for local calls only. Long distance calls must be made via calling card or by using a toll free number.

**FACILITY TERMS AND GUIDELINES FOR USE OF THE BUILDING**

The TCOB Conference Center is available (at the rate indicated above) for meetings from 8:30 a.m. to 4:00 p.m. weekdays, excluding holidays. It is essential that meetings not extend beyond the hours scheduled. Adjustments to meeting hours must be approved by the Conference Center Coordinator in advance. **If a meeting runs after-hours (after 4:30 p.m. Monday through Fridays) the Lessee will be billed an additional 25% of the rental charge.** Payment must be made prior to the meeting date via cashier’s check, money order, or government agency-issued check made payable to the Kentucky State Treasurer. These checks should be forwarded to: Kentucky Transportation Cabinet Conference Center, 200 Mero Street, Room C101B, Frankfort, KY 40622. Please consult the Conference Center Coordinator regarding any other payment arrangements.

- Any person given access to KYTC's Information Technology resources is considered an Authorized User and require acceptance of the policies we have in force.
- The Conference Center reserves the right to decide whether a prospective Lessee's event is appropriate to be held in its facility.
- The cost of any damage to the Conference Center or its property/equipment incurred during its use will be billed to the Lessee.
- **Twenty-four hour notice must be given in writing for a cancellation or the Lessee will be charged the regular meeting fee.**
- Under no circumstances will the Lessee be allowed on the premises after hours without prior arrangement with the Office of Support Services. **Only staff members of the Kentucky Transportation Cabinet, Office of Support Services, may provide access to the building or grounds after hours.**
- Please follow all safety and emergency instructions provided by the on-site Conference Center staff member(s).
- Public restrooms are located in the corridor of the Conference Center.
- **Parking is available in the east parking garage marked "visitor parking" or in the lot across the street or on the street.** Guests should not park in spaces marked "Reserved." Handicap Accessible parking is available.
- If the leased space shall become untenable because of fire, lock-outs, failure of power, natural disaster, riots, insurrection, war or other reasons of a like nature not the fault of either party, or other unavoidable casualty, this Lease shall terminate. If such termination occurs before the Lease begins, the Conference Center will refund to the Lessee any deposit heretofore paid by the Lessee. In the event such termination occurs during the term of this Lease, the Lessee will pay to the Conference Center a pro rata portion of the rent to that time; the Conference Center will refund any part of the rent already paid by the Lessee which exceeds such amount. In the event of such termination, the Lessee hereby waives any claim for damages or compensation, which might arise out of such termination.

### SMOKING

- **The Kentucky Transportation Cabinet is a smoke-free building. No tobacco products are permitted in building.** Smoking is permitted on the exterior porch across from the Auditorium.

### ELECTRICAL SERVICE

- **Electrical service on the property is limited.** Please check with Conference Center staff prior to the event to insure that accommodations can be provided.

## EQUIPMENT & TELEPHONE AVAILABILITY

- Easels, flip-chart stands and dry erase markers are available for use by meeting participants at no additional charge. **No copy machine is available for use by meeting participants.**
- Meeting participants may use the telephone at the reception desk in the Conference Center for **toll free and local business calls only**. There is a pay phone in the main lobby near the restrooms. Conference Center staff will take phone messages for meeting participants and post them on the message stand outside the appropriate meeting room. **Meetings will be interrupted for emergencies only.**

## FOOD AND BEVERAGE

- ALL caterers will be required to have on file with the Office of Support Services current and appropriate documents pertaining to certification and licensing by a Kentucky county health department and any current business licenses issued by the City of Frankfort. Caterers must also provide proof of insurance listing the Kentucky Transportation Cabinet as an additional insured. No Exceptions. These documents must be presented **PRIOR** to the event taking place at the facility. **No cooking of food is allowed on the premises.**
- **Subject to the Department of Parks' standing right of first refusal** to provide catering services for Conference Center events, Lessee may select a caterer of its choice, but only upon prior approval by the Office of Support Services.
- **Food may be served in the Conference Center Prep Room and meeting rooms only;** however, the Conference Center may reserve the right to make limitations. **No food or drink is permitted in the Auditorium.** All Conference Center furniture used for food service must be covered by table linens provided by the Lessee and removed upon the conclusion of the event. Lessee should take necessary measures to prevent heat or water damage to tabletops.
- **No alcoholic beverages are permitted on Transportation Cabinet Building property.**
- Lessee or their caterer will be responsible for cleaning all surfaces and disposing of trash (utilized in all food service and preparation areas) before Lessee leaves the facility.
- A surcharge of up to \$100 may be required for each area of carpet soiled by food. The decision to impose this charge rests solely with the staff of the Kentucky Transportation Cabinet Conference Center. **Please make caterers aware of these rules.**

## DECORATIONS AND RENTED EQUIPMENT

- Posters/displays/decorations – Nothing may be hung on the walls, furniture, windows, or doors using any type of tape, fastener or adhesive. Please use flipchart stands (provided upon request) or dry erase boards located in the room. Please consult Conference Center staff for safe alternatives.
- All decorations, floral arrangements, items rented from other entities, etc., must be removed from the premises immediately following the scheduled event unless alternative arrangements have been made in writing prior to the event.
- ALL rental equipment (tables, chairs, linens, etc.) must be set up and taken down by the Lessee (or agents contracted by the Lessee). On-site staff will assist with the placement of rental equipment, but cannot load, unload, or set up rental equipment. Rental items should be delivered no sooner than **one day prior** to the scheduled event, unless the Conference Staff grants prior written approval. **Rental items shall be removed/picked up no later than the next business day.**
- **Absolutely NO glitter or confetti may be used inside or outside the Conference Center.** This includes the use of decorative confetti and loose potpourri on tables. Please consult with Conference Center staff regarding any questionable items, including candles.

Please make arrangements to meet with a Conference Center staff member regarding your event well in advance so that we may be of assistance with any proposed set-up or arrangements, which may conflict with our guidelines.

**Please make caterers and any other staff for your event or meeting aware of the guidelines for KYTC Conference Center.** You may wish to copy this document and give it to anyone who will be working with your event or meeting to ensure they understand our guidelines. Since the Lessee is ultimately responsible for the actions of these agents, good communication is key to having a worry-free event.

## INDEMNIFICATION

The applicant/lessee agrees to indemnify, defend and save harmless the Commonwealth of Kentucky, Transportation Cabinet, its employees and agents from all claims, demands, suits, actions, proceedings lost, cost and damages of every kind and description, including attorney's fees or other litigation expenses which may be asserted or made against or incurred by the Commonwealth of Kentucky, Transportation Cabinet, its employees or agents, on account of loss of or damage to any property or for injuries to or death of any person caused by, arising out of, or contributed to, in whole or in part, by reasons of any alleged act, omission, mistake, negligence or other fault of applicant/lessee, its employees, agents, representatives, members, or contractors, their employees, agents, or representatives or guests of applicant in connection with or incident to the performance of this agreement, or arising out of applicants use of the facility.

## ACCEPTANCE

I request use of the described Commonwealth facilities based on the rules set forth above. I certify that I am an authorized representative of the person(s), firm, group, or organization applying for permission to use the facilities and authorized to enter into this Lease agreement.

Name of person responsible: \_\_\_\_\_

Lessee: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Hours Requested: \_\_\_\_\_

Number of People Expected to Attend: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign and return a copy of this agreement to the **Transportation Cabinet, Office of Support Services, Conference Center C101B, 200 Mero Street, Frankfort, KY 40622**. If you have any questions, please write or call Jerita Colston, Event Coordinator, at 502-564-7740.

**“Host” or “Contact” for reservation (include Cabinet, Dept. & phone #):**

**Requested date of event:**

**Time needed and duration:**

**Number of attendees:**

**Title of event for message board:**

**Event set-up preference: (i.e. classroom, conference, U-shape style seating)**  
**(Circle one or write out specifics at bottom of page in notes section)**

**Equipment needs: YES \_\_\_\_\_ or NO \_\_\_\_\_**  
(TV, DVD, VCR, LCD projector, overhead projector, flipchart, microphone, podium):  
**(Circle one or write out specifics at bottom of page in notes section)**

**Catering services (specify am/pm): YES \_\_\_\_\_ or NO \_\_\_\_\_**  
**(Catering services provided by Parks, menu sent upon request)**

**Will you need Internet YES \_\_\_\_\_ or KYTC Network access YES \_\_\_\_\_?**  
**(Request for connection requires no less than 48 hours notice)**

➤ **Any special needs for software or program use will need approval through Conference Center Coordinator in advance. The meeting host agrees to delete any software loaded on all KYTC PC's used in computer lab C112 or C113 for your specific training session. Sign or initial on line below if you agree to these terms.**

**Signed \_\_\_\_\_**  
Any person given access to KYTC's Information Technology resources is considered an Authorized User and require acceptance of the policies we have in force.

**Please write in notes for special request and/or ADA needs.**

- Most rooms are equipped with projector screen, and dry erase wall with markers. Chairs may be added if room set-up will accommodate with prior request. Chairs are not to be removed from other meeting rooms without notification to conference center staff. Thank you.
- Please clean dry erase wall upon completion of your meeting.